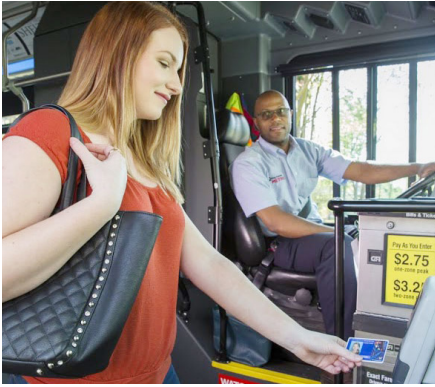




Employee Commute Options Program



MyTrips is your employee commute options program, to help you find the fastest, easiest and cheapest way to commute.

TAKE SOME TIME AND EXPLORE YOUR BENEFITS!



ORCA Card - Your regional transit card that provides full fare for most trips.



Guaranteed Ride Home - Get a reimbursable ride home in an emergency.



Bicycle Program - Secure parking and on-site bike mechanic to support your bike commute.



Ridematch - We'll find a carpool or vanpool for you.



Trip Planning Assistance - We'll create an individualized plan for you.



Promotions & Prizes - Log your commute trips on your commute calendar and be a winner with MyTrips.



Android & Apple - download the free app to your phone.



mytrips.seattle.gov

ORCA CARD

Most City of Seattle employees are eligible for an ORCA Card that covers:

- 100% full fare on all land-based transit, King County Water Taxi, and Kitsap Fast Ferry service.
- Up to \$99 per month for WA State passenger-only Ferry pass and for Vanpool.

Important ORCA Passport info

- Your ORCA Passport card will automatically renew every year!
- TAP ON / TAP OFF – for Light Rail and Sounder Commuter Rail.

How do I get the ORCA Card?

- In person: Visit the Treasury Operations office, Seattle Municipal Tower, 42nd floor, or the 4th floor lobby customer service counter, any time from 8:30 a.m. to 4 p.m. to get your ORCA Passport.
- *If you are unable to come in person, a co-worker can pick up the card for you. Contact MyTrips for details.

Online: You can sign up for (and make changes to) your ORCA Passport through Employee Self Service (ESS).

GUARANTEED RIDE HOME

If you regularly commute to work by transit, ferry, vanpool, carpool, bike or walk, then you are eligible for the Guaranteed Ride Home—a reimbursable taxi ride home:

- If you become sick and must go home or to the doctor and no transit option is available.
- If a family member has a medical emergency and your presence is required.
- Unscheduled emergency overtime with your supervisor or manager's approval.
- Missed carpool or vanpool if driver had to leave early for an emergency.

VANPOOL & VAN SHARE

Save Time, Save Money!

Vanpool

- 5-15 commuters who ride to work 3 – 5 days per week in a van provided by a transit agency.
- Follows a schedule and route set by the riders themselves.
- One monthly fare pays for gas, insurance, and maintenance.
- Your ORCA card pays up to \$99 per month toward monthly van fare.
- Plus, you can still ride transit in addition to your vanpool.

Van Share is like having your own private shuttle connection. See the MyTrips page for details.

We can help you find a vanpool or a van share. Contact My Trips with your interest.

TRIP PLANNING ASSISTANCE

The Trip Planning Assistance program is designed to help you find an alternative to driving alone. Regardless of the distance of your commute, we're here to help! Contact MyTrips today and find out more.

Contact MyTrips for more information:

- Desk Phone: 206.684.5420
- Cell Phone: 206.445.4401
- Email: MyTrips@seattle.gov

Let us put together a personalized commute plan for you today.